



Class Title
Position Number
Department
Division
Supervised By

Assistant Fire Chief
0446
Fire and EMS Department
Administration
Fire Chief

Nature of Work:

Performs advanced professional work assisting the Fire Chief with administrative and training activities of the Fire and Emergency Medical Services (EMS) Department for James City County.

Responsible for a broad range of managerial and administrative activities related to the protection of life and property through fire, rescue, and emergency medical service efforts. Work requires considerable leadership and management skills in operational and specialized areas. Acts as third in command of the department as required.

Primary Duties:

- Serves as training officer for the department; identifies needs, assures successful training delivery, and assesses effectiveness of programs.
- Works with the Human Resource Department to hire and promote staff; handles personnel management issues including policy interpretation, conflict resolution and disciplinary actions.
- Ensures professional and technical development of direct reports; conducts performance evaluations and develops and implements individual development plans; provides direct and specific feedback regarding work performance; resolves conflicts and provides guidance and coaching as necessary.
- Models and ensures appropriate workplace behavior that reflects the values of James City County and the Fire and EMS Department.
- Promotes and ensures proper employee training and compliance with county safety programs and departmental safety procedures; ensures all equipment, materials, and work conditions are adequately maintained to prevent accidents.
- Performs delegated duties of the Fire Chief in the absence of the Chief and Deputy Chief.
- Manages the Public Information Officer functions within the department.
- Performs related work as required.

Job Preparation Needed:

- Must possess at time of hire and maintain a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Must be a U.S. Citizen or Permanent Resident eligible for employment in the United States.
- Bachelor's Degree in Public Administration, Fire Science, Fire Engineering Technology, or related field, supplemented by National Fire Academy courses; and considerable experience as a Fire Officer in all aspects of fire and rescue operations, including supervisory and management experience; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.
- Virginia or National Registry EMT.
- Thorough knowledge of: the principles and practices of fire and rescue administration, organization, personnel, budget, finance, and purchasing; Fire and EMS Department policies, rules, and regulations; modern firefighting, rescue, and fire prevention principles, practices, and procedures; emergency operations and training including EMS, fire prevention and communications; training needs assessment and effective training delivery; effective personnel management techniques including team building, conflict resolution, and meeting facilitation.
- Ability to plan, coordinate, supervise, and evaluate the work of assigned staff; plan, develop, and coordinate Strategic Management Plan goals and objectives; recognize potential administrative problems and to propose viable solutions; communicate effectively, orally and in writing; establish and maintain effective working relationships and to engender enthusiastic participation in mutually beneficial projects.

Post Offer Requirements:

- Background Investigation including polygraph
- Driving record check
- Credit Record
- Criminal history and sex offender record check
- Medical Physical Examination
- Drug test

Introductory Period: 12 months

Post Hire Requirements:

- Must maintain Virginia State EMT certification
- Annual respiratory screening
- Annual hearing test



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Job Locations and Conditions:

- Duties are primarily performed in an office setting. Drives County vehicle. Conducts field training activities requiring prolonged standing and walking. Operates computer keyboard, telephone, fax, and calculator. Operates hand tools, small machinery, and fire suppression equipment, as needed.
- Responds to emergency calls on nights, weekends, and holidays as required.

General Aptitudes and Physical Requirements:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

Mental Abilities:

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

Verbal Abilities:

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to distinguish between different tones; communicate with County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

Numerical:

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

Spatial Abilities:

- Must have ability to comprehend forms in space and understand relationships of plane and solid objects. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

Manual Dexterity:

- Must have ability to use telephone, use radio/console, use calculator, use copy machines, use fax machine, use hand tools, use power tools, and manipulate computer keyboard and mouse.

Finger Dexterity:

- Not essential to job.

Physical Demands:

- Strength: Must have ability to frequently lift 15-25 lbs, and push/pull/hold/carry 10-15 lbs.
- Climbing: Must have ability to climb step stool, 8-10' step ladder, 4 or more steps, 3 or more flights, extension ladder.
- Standing, sitting, walking, running: Must have ability to: frequently (1-3 hours/day) stand, frequently (3-5 hours/day) walk, frequently (1-3 hours/day) sit, occasionally run (0-1 hours/day). Must be able to walk over flat and rough terrain.
- Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 0-5 times per day.
- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands 20-50 ± times per day.
- Seeing: Must have ability for depth perception, color perception, focus, night vision, and peripheral vision.

Driving:

- Must have ability to drive automatic transmission: car, van, small truck, medium truck, large truck, and truck with equipment.
- Must have ability to drive standard transmission: medium truck, large truck, and truck with equipment.
- Must have ability to drive multi-gears transmission: truck with equipment.